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26 MAR 1984

MEMORANDUM FOR: Acting Chief, Career Management Staff, DDA

FROM: [REDACTED]

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Deputy Director of Security
Policy & Managment

SUBJECT: Career Training Program

1. Reference is made to the deliberations of the Career Development Committee, and your memorandum of 5 March 1984, which requested suggestions concerning the Professional Orientation Course for the Directorate of Administration. It was also proposed that we submit comments concerning PATB assessments and recruitment guidelines.

2. This is to confirm that the Office of Security position on an Administration Career Trainee Program is quite accurately reflected in our memorandum of 12 January 1984 to the Chief, Career Management Staff, DDA. This Office continues to be strongly supportive of the Career Training concept, and our major concern is that there be no conflict with our own internal Security Officer Recruitment and Training (SORT) program. It is my recollection that [REDACTED] reaffirmed that all candidates for the Office of Security would be required to meet SORT standards and the nominations would have to be approved by the Director of Security.

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3. With respect to PATB assessments, the Office of Security has been dealing with [REDACTED] for almost a decade and he is extremely knowledgeable concerning the qualities required in a successful Security professional.

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[REDACTED] has conducted a number of special reviews since our SORT program was established in 1974, and he is well aware of both strengths and weaknesses in certain areas. That is one reason that our recruitment guide emphasizes that a background in law enforcement or criminology does not warrant special consideration. As the bottom line, further dialogue with the Psychological Services Staff, OMS, would not appear to be necessary because of their intimate and current knowledge concerning our professional recruitment needs.

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4. I have taken the liberty of attaching a copy of our recruitment guide, which follows quite closely the one page guidance paper which was distributed at our meeting in late February. That document is an accurate portrayal of our guidelines, and we would merely emphasize once again that

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strong writing skills are essential. We normally interview our SORT applicants, and we have had reason to be hesitant about accepting candidates who have been rejected for the regular CT program.

5. With respect to interim assignments in other Directorates, we have found this to be generally useful in broadening the perspectives of our new officers. Most certainly the same would apply to the POC/DA, and we will do everything possible to make the two day Security segment both useful and interesting. Our Security Education Group would serve a key role in supporting this training program.

6. If there is anything further that I can do to assist, please advise.

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Attachment

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Personal Information:

The Office of Security prefers to consider applicants between the ages of 24 and 33 for the purpose of career development and effective management. Applicants under the age of 24 will be considered if they possess strong academic credentials, and work experience to especially qualify them.

Flexibility and Mobility: Imperative. An applicant must be willing to accept assignment (PCS and TDY) anywhere in the world at any time depending on the needs of the career service. The applicant must also be willing to accept a variety of assignments within the multi-faceted security discipline. With regard to married applicants and/or applicants with children, it should be acknowledged that children or a spouse who has a potentially conflicting career interest might hinder assignments. Applicants should, therefore, be queried carefully with respect to their flexibility and mobility.

Communication Skills: Imperative. An applicant must possess good communication skills, both verbal and written. He/She must be able to articulate in a mature, intelligent, imaginative and organized manner.

Extracurricular Activities: Highly desirable. An applicant should have interests and abilities acquired outside of the academic environment which demonstrate leadership, initiative, versatility and accomplishments. Experience outside of or including the academic and employment environment should include endeavors where social skills and interpersonal relationships come into play.

Good Health: Essential.

Motivation: It is most desirable that the candidates recruited be motivated to a long career with the Office of Security and have ample time for the varied training needed by a generalist security officer. In addition to being a people-oriented individual, an applicant should be a self-assured and self-motivated person who is able to manage his time in an efficient and productive manner. The applicant should also possess common sense and good judgment along with being creative and resourceful.